

Essex Regional Retirement System
Job Title: Administrative Assistant

Summary:

Responsible for providing general office administrative support, the deposit of payments made to the retirement system, the enrollment of new members, and providing back up support for the monthly benefit payroll. A complete job description is available on the Job Opportunities page of the retirement system's website at www.essexregional.com.

Salary Range:

\$24.50/hour to \$25.50/hour for a 37.5 hour week

Qualifications:

- Three years of experience in providing administrative support required.
- Knowledge of Microsoft Office, particularly Word and Excel required.
- High School diploma required.

Send Resumes: Submit your cover letter and resume to Charles E. Kostro, Executive Director, Essex Regional Retirement System, 491 Maple Street, Danvers, MA 01923, or via email at ckostro@essexrrs.org. Email submissions are preferred. This position will remain open until filled but interviews for this position will begin on or about April 4, 2016.